

# Manor School

## Anti-Bullying Policy



At Manor we aim to create a community in which everyone is safe and secure from any kind of threat, intimidation or harm.

**Bullying of any kind is unacceptable and will not be tolerated at our school.**

Bullying is deliberately hurtful behaviour, repeated over a period of time. It is not just about violence, and can include name calling, threatening or intimidating behaviour, cyber-bullying, spreading rumours, taking possessions or leaving someone out. It can be physical, verbal or emotional, by a single person or a group.

No one deserves to be bullied and children who bully others need to learn other ways to behave.

Everyone in school has responsibility to stop bullying. People who watch bullying and do nothing are condoning it and are part of the bullying.

## Children

**If you are being bullied:**

- TELL SOMEONE STRAIGHT AWAY.
- TELL ANY OF THE ADULTS IN SCHOOL,
- OR SOMEONE AT HOME.
- TAKE A FRIEND WITH YOU TO HELP.
- KEEP TELLING UNTIL THE BULLYING STOPS.

**If you think someone is being bullied:**

- TELL SOMEONE STRAIGHT AWAY.
- DON'T STAY AND WATCH, GO AND GET HELP.
- DON'T IGNORE IT.

**There is always someone around to help you.**

## Parents

**The support of parents is vital in preventing bullying.**

Watch out for any signs that your child may be being bullied. Listen to your child and take reports of bullying seriously.

**If you think your child is being bullied:**

- CONTACT THE SCHOOL STRAIGHT AWAY, SPEAK TO YOUR CHILD'S TEACHER OR THE HEAD.
- WORK WITH THE SCHOOL, HELP US MAKE SURE OF THE FACTS AND SUPPORT YOUR CHILD THROUGH THE INCIDENT.

**It can take more than one attempt to stop bullying. Don't hesitate to contact us if you suspect that it is continuing.**

## Staff

Our procedures for responding to bullying are based on evidence that punishment on its own does not work. Bullying is about the power and control that one person can have over another. Punishment can be seen as another form of power and control and it may reinforce the bully's attitude. The bully may learn to be cleverer in hiding their bullying.

### **ALL STAFF, INCLUDING LUNCHTIME STAFF, WILL ENSURE THAT THE CHILD'S CLASS TEACHER IS MADE AWARE OF ANY CONCERNS OR REPORTS OF BULLYING.**

- The class teacher will decide whether to deal with the matter themselves, or involve the head, deputy or assistant heads.
- If the incident appears to be minor then it may be resolved through informal discussion. The incident will always be recorded.
- If the incident is more serious, then a 'taking responsibility' conference will be held. Usually by the head or deputy, though it may be done by the class teacher.

This involves three steps;

1. An interview with the bullied person. The adult talks to him/her about feelings, who is involved and permission to arrange a meeting with all those involved. The person experiencing the bullying chooses whether or not to be at the meeting.

2. The meeting will be with the people involved as well as other children. The adult talks about how the bullied person feels. Details of the incident are not discussed and no one is blamed. Each group member is asked to suggest a way in which the bullied person could be helped. The adult does not extract promises of improved behaviour. Responsibility is given to the group to solve the problem.
3. At the second meeting, the adult sees the bullied person and the whole group one week later. They discuss how things are going. This allows for monitoring and keeps each group member involved in the process.

**If serious bullying continues, the class teacher will consult again with the head/deputy/assistant heads over further action, which may include**

- Lunchtime exclusions
- Behaviour contracts
- Special Needs Assessment
- Parental meetings

## Recording

A central log of all incidents will be held by the head teacher. Class teachers must inform the head teacher of all incidents and record it on Safeguard Software, even if they are dealing with the bullying themselves. Parents will always be informed by the Head or senior staff when they are responding to a situation of bullying, whether their child is the bully or person being bullied. This will be on a standard letter.

# Manor Primary School Anti-Bullying Charter

We believe that everyone should feel safe in our school.

We can make this happen if everyone:

- Is kind and respectful to each other.
- Accepts that it's OK to make mistakes and we all make them.
- Knows that we are all different, but we are all equal!
- Lets us be ourselves in our own special way.
- Remembers we all have feelings so that we can all get along.





If you are unhappy about something  
**TELL SOMEONE**

If someone is being unkind and making you feel  
sad

**TELL SOMEONE**



If you are worried about a friend or someone in  
your class

**TELL SOMEONE**



If you find it difficult to be kind to others  
**TELL SOMEONE**

# Don't go through it on your own!

Tell Ms Daca	Tell your teacher	Tell Ms McGee
Tell the lunchtime staff	Tell the Playground Pals	
Tell a senior teacher	Tell a teaching assistant	
Tell School Council	Tell your parents	Tell an adult

Or

Write a note and put it in one of the letter boxes.